



## **Vacancy Announcement City of Kankakee Industrial Services Coordinator**

Location: 1600 W. Brookmont Blvd, Bradley, IL – KRMA Campus  
Date Posted: September 13, 2021  
Reports to: Industrial Services Coordinator  
Department: Environmental Services Utility

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### **Position Purpose:**

The Industrial Services Coordinator for Kankakee Environmental Services Utility plans, organizes, and directs the industrial pre-treatment program and the industrial user charge program. The Industrial Services Coordinator directs all coordination, implementation, scheduling and procedures related to industrial surveillance operations for the Kankakee Environmental Services Utility.

### **Essential Functions:**

1. Plan and schedule the proper chemical, physical, and biological testing of waste and wastewater from domestic and industrial sources.
2. Maintain and coordinate all aspects of the industrial federal pretreatment program in accordance with United States Environmental Protection Agency regulations.
3. Perform necessary duties for administration of ordinances, regulatory requirements, policies and procedures.
4. Prepare budget and reports as required by Superintendent and Assistant Superintendent.
5. Maintain and coordinate all aspects of the industrial user charge program including the monthly sewer invoicing that is forwarded onto the Comptroller's Office.
6. Correspondences and reporting to government agencies and industries.
7. Communicate and maintain relationship between laboratory group, sewer personnel, wastewater plant personnel (KRMA), and local industries.
8. Is able to perform sample collection and physical, chemical, and biological analysis on water and wastewater samples, and specific wastewater sample analysis utilizing specialized analytical instrumentation in order to fill in/assist in temporary absences of either the Industrial Sampler (Systems Operator) or Lab Analysts.

### **Qualifications (Education and Experience)**

Bachelor of Science degree in chemistry – biology – environmental-related field  
Experience in the environmental field  
Supervisory experience is preferred  
Experience with wastewater testing is preferred

### **How to Apply/Application Deadline:**

Interested applicants should apply online with résumé, cover letter, and contact information for three professional references to Carolyn A. Croswell/Director of Human Resources [ccroswell@citykankakee-il.gov](mailto:ccroswell@citykankakee-il.gov). Application deadline: September 24, 2021. The City of Kankakee is an equal opportunity employer. (EOE)